



SHAPING THE TEAM

DEFINING THE WHO, WHAT, WHY, AND HOW

An important function of the Literacy Leadership Team (LLT) in a school is to stimulate dialogue and focus a staff's attention and energy on addressing content literacy across the school by all stakeholders. In order to address that important function, the team must first identify who they are, what their focus and purpose is, along with what their role and responsibilities will be. It is critical that this LLT have a broad array of perspectives, thus it is highly recommended that all content areas be represented as well as special education. It is also critical that an administrator be a part of the team. Members of the team should be people with an open mind, focused on students, and willing to take on the challenges and tasks of a leadership team.

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PROCEDURE

Step 1: Explain the purpose of the activity: developing a shared understanding of the term, its composition, how it will operate, its' focus and purpose as well as roles and responsibilities.

Step 2: Hand out a blank FRAME to each team member and project one on an overhead or document camera. The key topic and main ideas are filled in. See attached FRAME.

Step 3: Focusing on the first main idea, have members think about then TTYN and discuss with each other what they see the focus and purpose of the LLT to be. After several minutes, have everyone share out their ideas. List these ideas on chart paper. As a whole group, refine the list to 3-5 details. Take time to clarify, comment, or ask leading questions as they share their thinking.

Step 4: Repeat with the remaining main ideas. Be sure to provide ample time for discussion but do not allow discussion to veer of track or focus on why something will not work. It is critical that an administrator is a part of this team and this activity.

Step 5: Direct LLT to discuss and come to consensus on what their LLT "is about" in light of the information on their FRAME. Then, focusing on the "so what", direct LLT to develop their statement of understanding regarding their school's LLT.

A SIMPLE PROTOCOL TO STIMULATE DIALOGUE

It is critical that a SIM

Professional

Developer or

someone very

knowledgeable about

adolescent literacy

lead this session.

This is an initial

activity that is

foundational to the set

up and operation of

the team.

Purpose of activity: To establish the make up, focus, purpose, roles and responsibilities of the LLT.

Time to allow for activity:
45 – 60 minutes

Materials needed: blank FRAME (see page 2), chart paper, document camera or overhead projector



Literacy Leadership Team

Is about ...

Main idea

Focus and Purpose

Main idea

Make Up of the Team

Main idea

Roles and Responsibilities

So what? What is important to understand about this?